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Score: 13/50 (26.00%)

Code: 4999

1. Which item, contains text graphics, charts, sound, video, etc., in power point

- A) Slides  
C) Handouts
- B) Folder (Incorrect)  
D) Desktop screen

2. Which contains miniature representation of slides?

- A) Slides  
C) Template
- B) Handout  
D) Slide master (Incorrect)

3. What type of software program is power point?

- A) Word Processor  
C) Presentation Graphics (Correct)
- B) Spread Sheet  
D) Database Management

4. Which tool allows user to select different layout for slide?

- A) Apply design  
C) New slide
- B) Bullets  
D) Slide Layout (Incorrect)

5. Which key is used to stop a power point presentation?

- A) ESC (Correct)  
C) Ctrl
- B) Tab  
D) Enter

6. Which shortcut key is used to create new presentation in powerpoint?

- A) Ctrl + P  
C) Ctrl + M (Incorrect)
- B) Ctrl + N  
D) Ctrl + X

7. How many panes are these in backstage view in power point 2010?

- A) 3 (Correct)  
C) 7
- B) 5  
D) 9

8. Which menu is used to apply various effects to the text in a slide?

- A) Animation  
C) Transitions
- B) Design  
D) Slide show (Incorrect)

9. Which menu is used to apply various visual effects to the slide in power point?

- A) Animation  
C) Slide show (Incorrect)
- B) Design  
D) Transitions

10. Which menu is used to select a predefined chart style?

- A) Animation (Incorrect)  
C) Slide show
- B) Design  
D) Transitions

11. Which template makes specify common design elements in all slides in the presentation?

- A) Fax template  
C) Data template
- B) User template  
D) Master template (Correct)

12. Which dialog box in Power Point allows to change slides automatically in a period of time?

- A) Action setting  
C) Slide animation
- B) Slide transition  
D) Custom animation (Incorrect)

13. Which shortcut key is used to invoke thesaurus dialog box in Power Point?

- A) Shift+F7 (Correct)  
C) Alt+F7
- B) Ctrl+F7  
D) Ctrl+Alt+F7

14. Which option is used to create a presentation automatically in Power Point?

- A) Template  
C) Auto content wizard (Correct)
- B) Blank Presentation  
D) Standard test bar

15. Which option offers a built in design through a dialog box?

- A) Auto content wizard  
C) Standard tool bar (Incorrect)
- B) Blank Presentation  
D) Template

16. Which function key is used to run a powerpoint presentation?

- A) F3  
C) F7 (Incorrect)
- B) F5  
D) F9

17. Which shortcut key is used to create a new slide in power point?

- A) Ctrl + C  
C) Ctrl + M (Correct)
- B) Ctrl + N  
D) Ctrl + S

18. Which holder holds text, title and picture in power point?

- A) Content Holder  
B) Image Holder

**C) Place Holder (Correct)** D) Slide Holder

19. Which one of the following is extension of power point 2010 presentation file?

- A) .potx  
C) .ppsx (Incorrect)
- B) .pptx**  
D) .thmx

20. Which option is used to insert the related hints of a slide?

- A) Note Master**  
C) Slide Master
- B) Presentation Master (Incorrect)  
D) Hints Master

21. Which combination of key is used to select all slides from current slide to first slide?

- A) Alt + Home  
**C) Shift + Home**
- B) Ctrl + Home (Incorrect)  
D) Tab + Home

22. Which view hides the hidden slides in Power Point?

- A) Normal  
**C) Reading view (Correct)**
- B) Notes Page  
D) Slide Sorter

23. Which option is used to display the selected slides only for presentation?

- A) From Beginning  
C) Broadcast slide show
- B) From current slide (Incorrect)  
**D) Custom slide show**

24. Which one of the following is a effect option in power point presentation?

- A) Diamond**  
C) Push
- B) Fade  
D) Reveal (Incorrect)

25. Which combination of key is used to show the laser pointer during slide show?

- A) Alt + left mouse button  
**C) Ctrl + left mouse button**
- B) Alt + right mouse button (Incorrect)  
D) Ctrl + right mouse button

26. How Cells are named in MS Excel?

- A) Alphabetically (Incorrect)  
**C) Alphanumerically**
- B) Numerically  
D) Special Character

27. Which bar lies top of the window in Excel Screen?

- A) Status Bar (Incorrect)  
**C) Title Bar**
- B) Ruler  
D) Scroll Bar

28. How rows are numbered in MS Excel?

- A) Alphabetically (Incorrect)  
C) Alphanumerically
- B) Numerically**  
D) Special characters

29. How columns are named in MS Excel?

- A) Alphabetically**  
C) Alphanumerically (Incorrect)
- B) Numerically  
D) Special characters

30. Which tab in Excel is used when importing, querying, outlining and subtotaling the data placed into a worksheet's data list?

- A) Formula (Incorrect)  
C) Review
- B) Data**  
D) Insert

31. Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

- A) Formula (Incorrect)  
**C) Review**
- B) Data  
D) View

32. Which tool in Ms office is best for organizing data and making lists?

- A) Access  
C) Power Point
- B) Excel (Correct)**  
D) Word

33. How does the single element in a worksheet known as in Excel?

- A) Cell**  
C) Range
- B) Column (Incorrect)  
D) Row

34. What do you mean by A3,B13:B20,C7 reference in Excel?

- A) Range**  
C) Formula (Incorrect)
- B) Union  
D) General

35. Which type of key should combine with ctrl key to create a macro key in Excel?

- A) Numeric  
C) Alphanumeric (Incorrect)
- B) Alphabetic**  
D) Special characters

36. Which function key is used to open save as dialogue box in MS Excel?

- A) F2  
C) F7
- B) F5 (Incorrect)  
**D) F12**

37. Which tab is used to change the display of worksheet area and the data it contains?

- A) Page Layout  
C) Review
- B) Data  
**D) View (Correct)**

38. Which one of the following will starts with ?=? sign in Excel 2010?

- A) Data  
C) Numbers
- B) Text (Incorrect)  
**D) Formulas**

39. Which function is used to add the values in a range?

- A) Count()
- B) Sum()**
- C) ABS() (Incorrect)
- D) Sumif()

40. Which symbol is used to execute formulas in MS Excel?

- A) "="**
- B) " ' " (Incorrect)
- C) "#" (Incorrect)
- D) " " " (Incorrect)

41. Where does the result displays when a formula is entered in Excel?

- A) Current Cell (Correct)**
- B) Next Cell
- C) Previous Cell
- D) Formula Bar

42. Which one of the following is a ?Date & Time? function in Excel?

- A) FIND()
- B) MOD() (Incorrect)
- C) NOW()**
- D) MID()

43. Which function is used to find the middle number in a range?

- A) MEDIAN() (Correct)**
- B) MID()
- C) TRIM()
- D) MODE()

44. What is the purpose 'Tab' key in MS Excel?

- A) Moves cell pointer to previous column (Incorrect)
- B) Moves cell pointer to next column**
- C) Moves cell pointer previous row
- D) Moves cell pointer next row

45. What is the purpose of ?Enter Key? in MS Excel?

- A) Moves cell pointer to previous column
- B) Moves cell pointer to next column (Incorrect)
- C) Moves cell pointer to previous row
- D) Moves cell pointer to next row**

46. Which option in MS Excel is used to display the rows that meet certain conditions?

- A) Find
- B) Filter**
- C) Format (Incorrect)
- D) Sort

47. Which option in Excel is used to rearrange the rows base on the content of a particular column?

- A) Find
- B) Filter
- C) Sort**
- D) Format (Incorrect)

48. Which key is used to move the insertion point to the beginning of the current sheet?

- A) Pageup
- B) Home
- C) Ctrl + pageup (Incorrect)
- D) Ctrl + Home**

49. Which sequence of operation is used to insert the hidden formula bar in Excel worksheet?

- A) View-Show/hide-Formula bar**
- B) Insert-show/hide-Formula bar (Incorrect)
- C) Data-show/hide-Formula bar
- D) Home-show/hide-formula bar

50. Which key is used to make multiple line in a single cell?

- A) Alt + Enter**
- B) Tab + Enter
- C) Ctrl + Enter
- D) Shift + Enter (Incorrect)